



## Head of School January 2022



January 2022

Dear Applicant

### Application for Post of Head of School

On behalf of everyone at Niton Primary School, I would like to thank you for expressing an interest in the post of Head of School.

The children, staff and governors are looking forward to welcoming a new Head of School who is keen to join our community. We are seeking an inspirational leader who will continue to drive the school forward as we aim to reach 'outstanding', building on the successes we have achieved so far.

Working in partnership with the Executive Headteacher, the successful candidate can look forward to working with a talented, dedicated and hardworking team as well as a supportive Governing Board.

### **We are looking for a Head of School that will be:**

- Passionate about ensuring our children are able to fulfil their potential in all areas.
- Resilient and flexible in leading the school forward.
- Strategic in their thinking and collaborative in their working approach.
- Committed to our inclusive ethos, putting the safety and wellbeing of the children and the school community at the forefront of all they do.
- Articulate in communicating to a range of audiences, and active in fostering partnerships between school, home, and the wider community.
- Be part of the strategic Leadership Team for the Cornerstone Federation.

### **General Information**

Niton is a small primary school located in the heart of the village, serving the communities of Niton, Whitwell, Ventnor and Chale. We are a close-knit community comprising of 202 children and 26 staff. We are fortunate to benefit from extensive grounds, modern teaching environments and close links with Niton Pre-School; and an 'outstanding' Early Years provision located close to the school.

We are proud of our children at Niton for their attitude and effort in learning and their exemplary behaviour. We work closely with our parents and the local community, which we feel, is key to all that we do. Our curriculum aims to prepare and develop children's academic, social and emotional skills; in order that they will achieve their full potential.

### **Cornerstone Federation**

The Cornerstone Federation is made up of two schools: The Bay Church of England and Niton Primary School. The partnership started in September 2014; becoming a Federation in June 2016. Both schools work closely together to ensure we provide the same high quality education for all our children, however both schools retain their own identity and feel.

### **The Application Process**

The post of Head of School is a full-time, permanent post to commence in April 2022. Interested candidates can download an application pack from our website: [www.nitonprimary.org](http://www.nitonprimary.org)

Prospective candidates are encouraged to visit the school informally. To organise a visit or if you have any questions, please contact Duncan Mills (Executive Headteacher) at the email address below or call 01983 730209.

Please complete and return the application form, addressed to Mrs Louise Highmore (HR Business Partner) to arrive by noon on Friday 4th February 2022. They can be sent by e-mail to [recruitment@niton.iow.sch.uk](mailto:recruitment@niton.iow.sch.uk) or posted to Niton Primary School, School Lane, Niton, Isle of Wight, PO38 2BP. All applications will be acknowledged upon receipt.

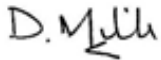
The successful applicant will be expected to:

- provide proof of relevant qualifications and current salary;
- provide details of two professional referees;
- provide proof of eligibility to work in the UK; and
- undertake an enhanced Disclosure and Barring Service check and receive clearance

Interviews will be held on **Thursday 17th and Friday 18th February 2022**. Please note that references will be requested prior to interview.

The school is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment.

Should you have any queries, please do not hesitate to contact me.



**Mr Duncan Mills**  
**Executive Headteacher**

# Niton Primary School

## Post: Head of School Job Description

### Pay Range Leadership Scale 7 – 11 (£45,743 - £50,476)

#### Reporting to: Executive Headteacher

The Executive Headteacher has overall and strategic responsibility for both The Bay CE and Niton Primary Schools, providing support and guidance to the Heads of School.

The Head of School will be based at Niton Primary, but will work as part of the Leadership Team across the Cornerstone Federation.

#### Main Purpose of the Job:

- To work with the Executive Headteacher and Governing Board to provide an environment in which all staff and children are inspired, encouraged and developed, so that each individual achieves success and build towards achieving their potential, and by doing so continue to raise standards of achievement for all.
- To lead and manage the school on a day-to-day basis and act as the first point of contact for all stakeholders and external agencies in matters relating to the school.
- The Head of School will be an ambassador for the school, promoting and raising its profile in the local and wider community.
- To ensure good behaviour and attendance is maintained at all times; supporting staff, parents and carers in promoting good behaviour in all children and ensuring that all children and adults are enabled to succeed in school without hindrance or disruption.
- Deputise for the Executive Headteacher at School or Federation events/meetings when required to do so.
- To work as a senior member of staff within the School's Leadership Team, taking lead responsibility for all safeguarding and child protection matters (Designated Safeguarding Lead (DSL)) arising at the School and providing advice and support to all staff in dealing with any child protection concerns that arise.

#### Key Areas of Responsibility (Vision Direction and Development)

The Head of School will:

- Support the Executive Headteacher in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders.
- Work with the Executive Headteacher, Governing Board and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Demonstrate the school's values in everyday work and practice.
- As the Head of School work with Leaders, Staff and Governors to translate the strategic plan for the school into action plans that identify clear achievable targets and outcomes. These plans will take into account the diversity, values and experience of the school and community.
- Work with Leaders, Staff and Governors to rigorously evaluate progress towards targets and outcomes.

#### Leading Teaching and Learning

The Head of School will ensure:

- High expectations are set for all children and staff.
- High quality teaching and learning is given the highest priority at all times.
- A consistent and continuous focus on children's achievement and attainment, making sure that assessment for learning is good throughout the school and that all teaching staff use data effectively.
- They offer practical support and advice to class teachers and learning support assistants, enabling them to offer high quality provision to children with SEND.

- The collection and interpretation of specialist assessment data on SEND to inform practice.
- That the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at the School.
- That statutory requirements for the National Curriculum are met and that all children are enabled to access the school curriculum.
- The curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds.
- The school environment, including each classroom environment, reflects and supports high quality learning.
- High standards of behaviour and attendance are maintained through the implementation of the school policy.
- The agreed system for monitoring and developing the quality of teaching and learning is in place.

To work with the Executive Headteacher to:

- Encourage new developments in the curriculum and capitalise on local and national initiatives.
- Strategically develop the use of new and emerging technologies to enhance and extend the learning experience of children

### **Leading and Managing Staff**

The Head of School will:

- Liaise with the Executive Headteacher and Governors in the recruitment and selection of teaching and support staff.
- Support the Executive Headteacher and Governors in creating and maintaining good working relationships, promoting the highest standards of courtesy and mutual respect amongst all members of the school community.
- Encourage and model initiative, team work and working in partnership.
- Act as Line Manager to delegated staff and assume responsibility for all aspects of their performance review.
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning.
- Ensure that all staff in the school have access to advice and development opportunities appropriate to their needs and report to the Governing Board on the professional development of all staff. Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations.
- Develop and strengthen leadership, including middle leadership, across the school, delegating specified duties to members of the SLT as appropriate.
- Ensure appropriate supervision and training of teachers during their induction periods. (Early Career Teachers).
- Provide regular updates to the Governing Board, on teaching and learning, professional development and the effectiveness of SEND provision and outcomes.
- Arrange for a member of the Leadership Team to assume responsibility for the discharge of Head of School responsibilities at any time when they are unavailable.
- Have regard for the work-life balance of school staff and yourself

### **Partnership**

The Head of School will work with the Executive Headteacher and Governors:

- To ensure an effective partnership with the community of The Bay and Niton Primary Schools drawing upon the strengths and expertise of both groups of Staff and Governors, sharing information and ideas and working collaboratively.
- To develop inter-school links and events of mutual benefit to pupils at both schools.

### **Relationships**

The Head of School will work with the Executive Headteacher to:

- Make and maintain arrangements for parents and carers to be given regular information about the school curriculum, the progress of their children and other matters affecting the School, so as to promote common understanding of its aims.
- Provide information and to work with the Governors of the School to ensure they are able to carry out their role effectively.
- Provide for liaison and co-operation with officers of the Local Authority and report to the Local Authority on the discharge of the Head of School's functions as required.
- Maintain liaison with other schools and other education establishments with which the school has a relationship. (i.e. pre-schools and secondary schools)
- Recognise and support the work of the parental community in supporting School initiatives.
- Identify and offer opportunities for approved volunteers to support the work of the school in terms of curriculum and extra-curricular activities.

### **Accountability**

The Head of School will work with the Executive Headteacher and Governors to:

- Promote positive working relationships with all stakeholders.
- Ensure that the School Staff and Governors collect and utilise performance data to support school improvement and raised levels of achievement.
- Update regularly the Self Evaluation Form (SEF), the School Improvement Plan and collect evidence to support judgments made in evaluating the School's successes.
- Ensure that School reporting arrangements are efficient, actioned according to schedule and keep parents informed about their child's attainment and progress whilst outlining how they can contribute to supporting their child's learning.

### **Safeguarding (DSL)**

The Head of School will take lead responsibility for all safeguarding and child protection matters arising at the School and providing advice and support to all staff in dealing with any child protection concerns that arise:

- To promote and safeguard the welfare of all children
- To be available for staff to discuss any safeguarding concerns.
- To identify training needs to ensure appropriate safeguarding training is in place for all staff and training records are maintained
- Contribute to the school safeguarding policy and review process
- Recognise how to identify signs of abuse and when to make a referral
- Respond appropriately and promptly to disclosures or concerns relating to the well-being of a child
- Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information
- Attend relevant training on an annual basis.
- Keep up to date with safeguarding guidance and policies
- Contribute to safeguarding training for staff as appropriate
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and are stored securely
- Maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals

# Niton Primary School

## Post: Head of School Person Specification

	Essential / Desirable	Criteria
<b>Qualifications</b>	Essential	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree level (or equivalent qualification)</li> <li>• Evidence of continuous professional development</li> <li>• DSL level 3 (or willing to undertake)</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Further professional qualification eg. Leadership Pathways or NPQH</li> </ul>
<b>Experience</b>	Essential	<ul style="list-style-type: none"> <li>• At least senior leadership responsibilities</li> <li>• Outstanding classroom teaching in the primary sector</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Has worked in more than one school</li> <li>• Line management of other staff</li> <li>• Other relevant experience outside education</li> </ul>
<b>Qualities</b>	Essential	<ul style="list-style-type: none"> <li>• Is dynamic, aspirational, go-ahead and prepared to be brave</li> <li>• Is enthusiastic and inspires enthusiasm in others</li> <li>• Leads by example, demonstrating integrity, resilience, emotional intelligence and clarity</li> <li>• Draws on own experience, research, expertise and skills and that of those around them to drive school improvement</li> <li>• Is innovative, creative and can think and act outside the box</li> <li>• Is decisive, with appropriate self-belief and confidence but is willing to ask for and accept advice</li> <li>• Is an effective communicator, able to articulate his/her vision persuasively</li> <li>• Has a passion for learning and teaching</li> <li>• Is approachable and reflective and a good listener</li> <li>• Is curious and instils curiosity</li> </ul>

<b>Pupils &amp; staff</b>		<ul style="list-style-type: none"> <li>● Consistently sets and requires high standards from staff and pupils and develops an aspirational culture</li> <li>● Secures excellent teaching and learning</li> <li>● Is able to build a cohesive and ambitious team and promote appropriate CPD</li> <li>● Has integrity and inspires trust and confidence</li> <li>● Makes learning enjoyable, stimulating and rewarding</li> <li>● Shares a passion for the well-being of staff and children</li> <li>● Secures a broad and balanced curriculum with the all-round development of the child at its heart</li> <li>● Requires rigour</li> <li>● Fosters resilience in others</li> <li>● Inspires children and adults to take on experiences beyond their comfort zone</li> </ul>
<b>Systems &amp; processes</b>		<ul style="list-style-type: none"> <li>● Ensures that the school's systems, organisation and processes are well considered, efficient and fit for purpose</li> <li>● Is able to foster the highest standards of behaviour for learning</li> <li>● Maintains and establishes rigorous, fair and transparent systems and measures for managing the performance of all staff</li> <li>● Effectively uses knowledge of the school's context in school improvement, and is able to implement national policy appropriately</li> <li>● Celebrates diversity and inclusivity</li> </ul>
<b>The self-improving school system</b>		<ul style="list-style-type: none"> <li>● Has experience of working with other schools and organisations to champion best practice</li> <li>● Develops effective relationships with other professionals to improve academic and social outcomes for all pupils</li> <li>● Has experience of using effectively a range of monitoring and evaluation tools to contribute to school self-evaluation and improvement</li> </ul>
<b>Promoting &amp; safeguarding the welfare of children</b>		<ul style="list-style-type: none"> <li>● Provides a safe, calm and well-ordered environment for all pupils and staff</li> </ul>



		<ul style="list-style-type: none"> <li>• Ensures that the highest safeguarding practices and pastoral care for pupils are maintained</li> </ul>
--	--	---



## The Isle of Wight

Getting to the Isle of Wight has never been easier with up to 200 fast and reliable services running every day. There are excellent rail connections to all the major ferry ports, providing fast access to the Isle of Wight from across the UK. Travel time from London Stations to most of the ports is less than two hours, and many ferry services coincide with train arrival times.

Wightlink operate a vehicle ferry from Portsmouth to Fishbourne or Lymington to Yarmouth and a fastcat passenger service to Ryde. Red Funnel operate a vehicle ferry from Southampton to East Cowes and a Redjet passenger service to Cowes. Hovertravel offer a foot passenger only service from Southsea to Ryde. Journey times vary depending on which route you are choosing, from 12 minutes to 55 minutes.

The Isle of Wight is a great and safe place to live. With fabulous scenery to explore, coastal and countryside walks, plus miles of beaches; coupled with a lively events calendar, plenty of family-friendly attractions and a thriving food and drink scene, there is something for everyone.

